CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
JOB OPPORTUNITY

DATE: May 31, 2007

POSITION: ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)
Permanent Full Time
<u>**Final Filing Date has been extended by 10 days**</u>

SALARY: $4467 - $5703

Position Action #67-337

LOCATION: CUIAB, Admin/Information Technology Section
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

POSITION DESCRIPTION:

Under general supervision of the Senior Information Systems Analyst (Supervisor) the Associate Information Systems Analyst (Specialist) is responsible for complex analysis of information technology projects. The individual will work closely with management, clients, and information systems staff. The ability to analyze situations and provide solid solutions to problems is essential.

Function

Provide Server Administration duties in support of WIN2000, WIN2003, and UNIX servers. These duties include:

- Add, remove, and update user accounts; assign, modify or remove permission rights.
- Maintain server disk space.
- Perform Disk Space Analysis in order to forecast future capacity needs and/or impact on disk space from system addition(s). Ensure management is kept apprised or analysis findings.
- Perform System Backups.
- Recommend and/or provide input to management the procurement of new hardware and software. Responsible for the installation and configuration of new hardware and software.
- Either within the defined maintenance window or based on analysis and the recommendation to and approval from management, apply operating system updates and configuration changes. Ensure that testing has been performed prior to deployment. And ensure all affected clients are notified of planned maintenance to the system and provide instructions.
- Analyze and troubleshoot operating system issues and problems.

Provide administration, configuration, and management of a centralized desktop/server management system in support of workstations and servers. These duties include:

- Develop standardized software images for desktop computers based on end user requirements, computer hardware and software as new computer or hardware is installed, or as upgrades and/or modifications are made to current systems. Also responsible for the maintenance of standardized software images.
- Create and schedule jobs for updating workstation operating system/system patches, and application software.
- Create reports based on system success/fail rate of scheduled jobs for Management and other staff.
- Develop and maintain written server documentation and policies
- Provide support for PCs. Test PC platform with network.
- Work with consultants and IT staff.
- Ensure compatibility of desktop software.

- Must be able to travel; attend meetings
- Provide backup support to other IT staff.
- Research and recommend new technologies that may benefit the department.
- Research and study articles, trade magazines and the internet to stay informed about current bugs and fixes related to the structure, architecture and components of the network and provide recommendations.

WHO SHOULD APPLY:

Persons who are currently in the class of Associate Information Systems Analyst (Specialist) or other classes within transfer range or have list eligibility. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: **California Unemployment Insurance Appeals Board**
Attn: Ingrid Azvedo, APA
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

CONTACT: For more information about this position, contact
Rafael Placencia at: (916) 274-0686

FINAL FILING: **June 9, 2007 (Final Filing Date has been extended by 10 days)**

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.